

Catholic Ladies' College



Worker Screening Policy

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Under the Stewardship of
Mary Aikenhead Ministries



LOVE HOPE COMPASSION JUSTICE



Catholic Ladies' College Ltd

(ACN 058 164 891) (ABN 44 058 164 891)

Worker Screening Policy

Catholic Ladies' College (the College, CLC) is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call, the College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

The College is committed to the safety of all students, and the creation of a just and respectful environment that supports the health and wellbeing of the school community. All in our school have a duty of care, a moral obligation and a shared responsibility to protect the most vulnerable members of the community.

Context

The Worker Screening Act 2020 (Vic) aims to protect children from harm by ensuring that people who work with, or care for them have their suitability to do so checked by a government body. People who work or volunteer in child-related work must usually hold a current Working With Children Clearance, commonly known as a Working With Children Check (WWCC). Administration of the WWCC now sits under the *Worker Screening Act 2020*.

A National Police Record Check (NPRC) is administered under the *Australian Crime Commission Act, 2002 (Cth)*. Employers may request a NPRC containing an official record of any disclosable criminal history on commencement of employment and every 5 years during the period of employment, or as required.

The Victorian Institute of Teaching (VIT) issues all registered teachers with a VIT card. Registered teachers are exempt from requiring a WWCC but will be required to notify the Department of Justice and Community Safety Victoria if they engage in any paid or voluntary child-related work (other than their teaching). The VIT undertakes a NPRC for registered teachers every 5 years.

The Victorian Registration & Qualifications Authority (VRQA) *Guidelines to The Minimum Standards and Requirements for Schools* (Section 4) states that the requirements of the *Working with Children Act 2005* and *Worker Screening Act 2020* must be complied with in respect of the employment of all staff at the College.

Purpose

- To ensure children and young people are safe in the care of all adults working or visiting the College
- To actively and intentionally work to eliminate all forms of abusive behaviour towards children
- To outline screening procedures for all Workers to the College and ensure a safe and compliant recruitment process
- To establish clear standards for professional registration, accreditation to teach in a Catholic school, and legal work rights in Australia



- To support the implementation of the Child Safe Standards under *Ministerial Order 1359 (Vic)*.

Scope

This Policy applies to any person who is engaged by the College as a Board Director, employee, a self-employed person, a Volunteer, a Third Party Contractor (who has or is likely to have direct contact with children), a supervisor of child employees, part of practical training through an educational or vocational course, unpaid community work under a court order, a minister of religion or performing duties of a religious vocation, an officer of a body corporate, a member of a committee of management of an unincorporated body or a member of a partnership, in supporting safe environments for all children and young people.

Definitions

Board Director – an individual formally appointed to the Board of the College as per the College Constitution

Children - for the purposes of *Worker Screening Act 2020(Vic)*, children are those under the age of 18 years.

Child-related work- The Worker Screening Act 2020 (Act) defines 'child-related work' as work which usually involves (or is likely to involve) direct contact with a child, irrespective of whether that contact is supervised or not, and in any of the child-related occupational fields listed in the Act.

The definition of direct contact includes oral, written or electronic communication as well as face-to-face and physical contact. Child-related work may be either paid or unpaid (voluntary).

Child-related work does not include occasional direct contact with children that is incident to the work.

Child-Related Work for Ministers of Religion The Act defines child-related work for ministers of religion more broadly than for other occupations. All ministers of religion are required to have a valid WWCC unless the contact they have with children is only occasional and always incidental to their work.

This would include for example, having children in their congregation, attendance at schools or school camps even when contact with children is supervised. An example of when a minister of religion would not require a WWCC is a minister conducting purely administrative roles within a church's bureaucracy.

Child Safety

Child safety includes matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse (*Ministerial Order No. 1359*).

Clergy means a minister of religion, a religious leader or an employee or officer of a religious body

Contractor is a contracted service provider (whether or not a body corporate or any other person is an intermediary) engaged to perform child-related work for the College

Direct contact is any contact between a person and a child that involves:

- physical contact
- face-to-face oral communication
- contact by post or other written communication
- contact by telephone or other oral communication; or
- contact by email or other electronic communication.

Direct supervision is supervision of a person's contact with children, rather than of their work in general. Supervising another person's contact with children must be personal and immediate but can include a brief absence such as taking a telephone call in another room.

Employee /Staff – an individual directly employed by the College or engaged by the governing authority

National Police Record Check (NPRC) is an online service which employers can use to find any official record of any disclosable criminal history. Individuals receive a National Police Certificate confirming their status

Passtab – College Visitor Management system

Unsupervised child-related work is any type of activity where an adult has 'direct contact' with a student or students/young people that is not directly supervised by an employee



Victorian Institute of Teaching (VIT) is the registration body for teachers in Victoria. It is responsible for registering teachers and early childhood teachers in Victoria. It is also responsible for assessing the ongoing suitability of teachers and early childhood teachers to remain registered in Victoria.

Volunteer means a person who performs work without remuneration or reward for the College in the school/service environment

Worker any person who is engaged by the College as an employee, a self-employed person, a Volunteer, a Third Party Contractor (who has or is likely to have direct contact with children), a supervisor of child employees, part of practical training through an educational or vocational course, unpaid community work under a court order, a minister of religion or performing duties of a religious vocation, an officer of a body corporate, a member of a committee of management of an unincorporated body or a member of a partnership.

Working with Children Check (WWCC) is required by persons doing child-related work in Victoria as paid workers or volunteers, where that work is not directly supervised by someone with an appropriate check. A WWCC is not required by teachers who hold current VIT registration.

WWCC Exclusion (previously known as a negative notice) indicates that a person has made an application to WWCC and they have been refused a WWCC. It means that the person is not permitted to engage in child related work.

Policy

1. All College employees are made aware of the school's procedures for the screening of Workers, including the need for prior approval of such work by the Principal (or delegate).
2. The College will ensure that a current WWCC and NPRC is held by all persons involved at the school as a condition of employment for Workers who are required to do so. The College will maintain accurate and up-to-date WWCC and NPRC for Workers (as required) and VIT registers for registered teachers.
3. College employees are made aware of the Working With Children Check (WWCC) requirements at the time of their appointment and reminded annually. Where a Clearance is required, this must be obtained prior to commencing work. A person may not commence work while the screening process is being undertaken.
4. College employees who are required as a condition of their employment or engagement, or by legislation or regulation to have a NPRC are responsible for obtaining this prior to commencing work.

As a NPRC reflects only the status at the time it is issued, the College may require an employee to obtain an updated NPRC at any time during their employment or engagement. At a minimum, a NPRC is required every five years. All Workers are responsible for the cost of obtaining a NPRC, unless otherwise specified. The NPRC must be sighted, verified and recorded by the College.

5. Subject to the exemptions referred to below, any Worker who engages in child-related work that involves direct contact with a child (being a person under 18 years of age) needs to apply for a Working with Children (WWC) clearance in Victoria.

The following are considered to be child-related work:

- mentoring and counselling services for children
- direct provision of child health services
- clubs, associations, movements, societies or other bodies (including bodies of a cultural, recreational or sporting nature)
- educational and care services, childcare centres, nanny services and other childcare
- coaching and tuition services for children
- any religious organisation where children form part of the congregation
- boarding houses or other residential services for children and overnight camps for children
- transport services specifically for children, including school bus services and taxi services for children with a disability and supervision of school road crossings
- commercial photography services for children unless they are merely incidental to or in support of other business activities
- commercial talent competitions for children unless they are merely incidental to or in support of other business activities
- commercial entertainment or party services for children unless they are merely incidental to or in support of other business activities.



Key Exemptions

The following groups of people are not required to have a WWCC in Victoria:

- teachers registered with the Victorian Institute of Teaching (VIT)
- parents or close relatives volunteering in an activity in which their child participates or normally participates
- students, aged 18 or 19, undertaking volunteer work organised by or held at the College
- Victorian or Australian Federal Police officers
- Workers, who usually live in another state or territory, visiting Victoria to engage in child-related work (only up to 30 days within the same calendar year)
- all children under the age of 18.

In line with the College's risk-based approach to child safety and protection, where parents are volunteering at large on-site or off-site activities, such as school fairs, overnight excursions or camps, the College requires that these parent volunteers undergo a WWCC.

6. The College will:

- not engage anyone (non-exempt) in child-related work who does not have a WWCC Card
- not allow anyone who has a WWCC exclusion (negative notice) to undertake child-related work, even if they are directly supervised or exempt
- ensure workers engaged in paid work have an Employee WWCC Card and not a Volunteer WWCC Card.

7. Teacher Registration

All Teachers at the College are required to hold current registration with the VIT as a condition of their employment.

8. Accreditation to Teach in a Catholic School

All teachers employed by the College are required to gain and maintain Accreditation to Teach in a Catholic School. All teachers of Religious Education and school leaders are required to gain and maintain Accreditation to Teach Religious Education or Lead in a Catholic School.

9. Professional Registration

Where the College employs individuals that are required to hold a professional registration, this must be sighted and verified prior to engagement. Examples of professional registrations (other than Teacher registration) include Nurses and Psychologists. Should there be a change or restriction on the terms of the professional registration, the individual must immediately notify the Principal.

10. Recruitment, selection and appointment processes for Workers require submission of evidence and active assurance of a valid WWCC, NPRC or VIT registration prior to appointment to child-related work or volunteer activities:

For Board Directors, the Business Manager

- sights the WWCC or VIT card
- enters the details of name, WWCC number or VIT into the Board Register
- reminds Board Directors to renew as required
- checks the WWCC status of Board Directors on an annual basis or as required

For employees and volunteers, the Human Resources Manager:

- sights the WWCC or VIT card and NPRC (as required)
- enters the details of name, WWCC number or VIT number and NPRC (as required) and expiry dates into Synergetic
- receives alerts from Synergetic when WWCC and NPRC expiry dates are nearing and reminds employees and volunteers (as applicable) to renew
- checks the WWCC website and VIT website each month to ensure all registrations and WWCCs
- ensures accurate and up-to-date WWCC, NPRC and VIT registers are maintained for Workers

For contractors, current WWCC accreditation is checked by the SAM4Schools software platform. Contractors, clergy, volunteers and visitors also record their WWCC details in Passtab on arrival.



11. Summary of Screening Processes

Screening Process	Worker	Frequency	Record
WWCC (Employee)	Support Staff Contractor Clergy	On commencement & every 5 years (maintained by individual)	College register SAM4Schools Passtab
WWCC (Volunteer)	Board Director Volunteer Visitor (as required, if unsupervised)	On commencement & every 5 years (maintained by individual)	Board Register or College register
VIT card	Registered teachers	On commencement & annually (maintained by staff member)	College register
NPRC	Support Staff	Every 5 years (maintained by staff member)	College register
NPRC	Registered Teachers	Every 5 years (checked by VIT)	College register

12. Eligibility to Work in Australia

Employees of the College are required to have Australian citizenship or to be a permanent resident of Australia or New Zealand or to have a valid visa that provides the right to work in Australia in the role for which they are employed. Employees must provide evidence of their entitlement to work in Australia prior to commencing work.

Evidence of a candidate's right to work in Australia may be provided by the following documents:

- Australian birth certificate and photo ID
- Australian citizenship certificate
- Australian passport
- New Zealand passport
- New Zealand birth certificate and photo ID
- Certificate of Evidence of Resident Status
- valid visa with relevant work rights.

Employees who are working subject to visa conditions must provide the Principal with ongoing evidence of a valid visa.

13. Required Disclosures

College employees must immediately notify the Principal if they are charged or convicted of a criminal offence, or if they become subject to any formal action by a regulator during their employment or engagement

14. Employment Limitations

Where an individual's employment with CLC is terminated, or they are deemed unsuitable for continued employment, the Principal reserves the right to prevent their re-employment at any affiliated entity. This decision may be based on the nature of the termination, the outcome of any investigations, or concerns related to child safety, professional conduct, or organisational standards.

Related Documents

CLC Child Safety and Wellbeing Policy

CLC Child Safety Code of Conduct

CLC Recruitment, Selection & Induction Policy

Ministerial Order 1359 (Vic)

Education and Training Reform Act 2006 (Vic)

Victorian Institute of Teaching (VIT) <https://www.vit.vic.edu.au/>

Victorian Registration and Qualifications Authority (VRQA) <https://www2.vrqa.vic.gov.au/>



Victorian *Working With Children Act 2005*

Victorian [Worker Screening Act 2020](#)

Working with Children Check Victoria [website](#)

Review Schedule

Stage	Date	Ratified	Ratified by
Initiated	July 2021	July 2021	Executive
Review 1	November 2025	December 2025	Executive
Review 2	April 2026	April 2026	Executive
Review 3			
Review 4			